

COLORADO SPRINGS PARKS, RECREATION AND
CULTURAL SERVICES DEPARTMENT
APPLICATION FOR WAIVER OF RENTAL FEES

EVENT NAME / PURPOSE: _____

DATE(S)/LOCATION: _____

ORGANIZATION: _____

MAILING ADDRESS: _____

CONTACT NAME: _____

PHONE NUMBER(S): _____ FAX NUMBER(S): _____

STATUS OF ORGANIZATION (CHECK APPLICABLE ITEMS):

NON-PROFIT / TAX EXEMPT [U.S.C. 501 (C)(3)]

- ☐ LONGER THAN ONE YEAR
☐ LESS THAN ONE YEAR
☐ NOT EXEMPT.

NON-PROFIT / TAX EXEMPT # _____ -
(TAX 10 NUMBER)

** NOTE: APPLICATIONS WILL NOT BE CONSIDERED UNLESS A COPY OF THE ORGANIZATION'S IRS DETERMINATION LETTER IS ATTACHED.*

PROPOSED EVENT IS (CHECK APPLICABLE ITEMS):

- ☐ CHARITABLE
☐ GALLERY, MUSIC, LITERARY OR PERFORMING ARTS
☐ YOUTH AMATEUR SPORTS
☐ YOUTH DEVELOPMENT (E.G. BOY/GIRL SCOUTS, 4-H, ETC.)

- ☐ SOCIAL WELFARE
☐ PUBLIC HEALTH OR SAFETY
☐ CITY CO-SPONSORED

FEE CHARGED TO PARTICIPANTS: \$ _____

ANTICIPATED ATTENDANCE: _____

OPEN TO THE PUBLIC: ☐ YES ☐ NO

JUSTIFICATION FOR RENTAL FEE WAIVER (APPLICATIONS ARE NOT COMPLETE WITHOUT AN EVENT BUDGET):

CHECKLIST:

- ☐ SUBMISSION DATE IS AT LEAST 45 DAYS
PRIOR TO EVENT?
☐ IRS LETTER OF DETERMINATION
☐ EVENT BUDGET ATTACHED

OFFICE USE ONLY

MANAGER REVIEW
RECOMMENDED

☐ Yes ☐ No

INITIALS DATE

EVENT BUDGET

REVENUE	AMOUNT	EXPENSES	AMOUNT
EARNED INCOME		PERSONNEL	
MERCHANDISE SALES			
ADMISSION			
FOOD & BEVERAGE SALES			
BOOTH SPACE		SUPPLIES	
DONATIONS		RENTALS	
		FACILITY	
		EQUIPMENT	
SPONSORSHIPS			
		ADVERTISING	
OTHER REVENUE		OTHER EXPENSES	

TOTAL EVENT REVENUE	_____	TOTAL EVENT EXPENSES	_____
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